



Change of License Status Request Form

From Inactive status to Active status

This individual is currently licensed as a CPA with the Inactive status. This individual was previously not providing services that included the substantial use of accounting, financial, tax or other skills that are relevant, as determined by the VBOA. These services to the public or to or on behalf of an employer are in accordance with Code of Virginia [§ 54.1-4413.3](#). This individual had been granted an exemption from the continuing professional education requirements.

This individual now plans to start providing services to the public or to or on behalf of an employer and is requesting a change in status to Active by the VBOA before providing these services. In order to begin providing services, this individual is required to meet the requirements of VBOA regulation [18VAC5-22-90](#).

This individual must submit documentation of at least 120 hours of completed CPE that include the current year's Virginia-Specific Ethics Course. CPE obtained during the three calendar years prior to the current calendar year and from the start of the current calendar year to when you begin providing the services shall be considered. All completed CPE must be submitted into the online CPE Audit Service at <https://cpeauditservice.nasba.org/>.

CERTIFICATION OF APPLICANT

Name: _____ License number: _____

Employer: _____ Job title: _____

- ☐ I request a change in status from Inactive to Active.
- ☐ I certify that I did not provide services as defined in [§ 54.1-4400](#), "Providing services to an employer" or "Providing services to the public" while holding the Inactive status.
- ☐ I understand that I must comply with VBOA regulation in order to begin providing services and regain Active status. I am required to obtain at least 120 hours of CPE including the current two-hour Virginia-Specific Ethics Course.
- ☐ I have entered CPE certificates of completion for these hours into the [CPE Audit Service](#).

Signature: _____ Date: _____